



Wyoming Department of Education

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MEMORANDUM NO. 2010-028

TO: School District Superintendents
District PAWS Coordinators
Building PAWS Coordinators
Principals
Directors of Institutions

FROM: Lesley Wangberg, Director of State Assessment
Standards and Assessment Unit

DATE: February 5, 2010

SUBJECT: 2010 PAWS Test Administration Information

IMPORTANT – TIME SENSITIVE INFORMATION

The Proficiency Assessments for Wyoming Students administration window will open on March 8, 2010. There are several important activities that will take place prior to the window opening. Below are a few important dates to be aware of:

- February 5, 2010: First *User Upload* WebEx
- February 10, 2010: Second *User Upload* WebEx
- February 15, 2010: Student Tutorial of the Online System available
- February 15, 2010: PAWS Test Administrator Training Video posted to PearsonAccess
- February 22, 2010: Additional Order Window opens

Pearson sent details regarding the above activities to you earlier this week. In addition, information was shared about the *User Upload* function that can be used to add your teachers to PearsonAccess. Please ensure that all of your teachers have been loaded into the system in both the Training Center and the Production site so that they will be able to navigate through the training site, create test sessions and view student reports.

In addition to the PAWS Test Administrator Training video that all Test Administrators are required to complete, Pearson will be holding three WebEx's for Test Administrators to provide support and answer questions related to PearsonAccess and TestNav. These optional WebEx's will be one hour sessions and will be held in the afternoon on the following dates:

- February 17, 2010: PAWS Test Administrator WebEx
- February 26, 2010: PAWS Test Administrator WebEx
- March 3, 2010: PAWS Test Administrator WebEx

The exact times and process for accessing the PAWS Test Administrator PearsonAccess WebEx's will be sent from Pearson at a later date.

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